

SBL:

Date

Time

CITY OF LACKAWANNA 2022

GRIEVANCE DAY APPOINTMENT Dear Property Owner or Property

Representative:

All appearances before the Board of Assessment Review are by appointment only, please make an appointment through the Assessor's Office at (716) 827-6473. Applications must be received by 4 pm, December 30, 2021 and will be scheduled for grievance day hearings starting, January 11, 2022. Every effort will be made to schedule appointments at the property owner's convenience. Please file in Duplicate with the City Assessor's Office.

Non-Hearing Application must be submitted on or before January 5, 2022

RESIDENTIAL PROPERTIES

In order to present a more effective application, the Board of Assessment Review suggests that you provide the following information:

- A picture of your home in the last six months
- Pictures of any comparable properties that are similar to your property, along with their sale prices and date of sale.
- Recent sales of comparable properties (include sale date, number of bedrooms, bath square footage and location)
- A survey of your property
- A copy of any appraisals within the past 3 years
- A copy of the contract of sale and certified closing statement of your property if purchased within the last five years

COMMERCIAL PROPERTIES

Please be advised that failure to provide the information requested will be considered will full neglect and will result in the dismissal of your complaint.

- Survey
- Current Rent Roll
- Copies of all leases and sublease currently in effect
- Income and Expense statements for the last three years
- Gross Sales for each of the last three years • Construction cost including "soft cost"
- Copies of all mortgage agreements
- Amount of property insurance coverage
- Copies of appraisals of entire or any parts of subject property, done for any reason in the last three years
- Any data relied upon to arrive at your estimate of value and provide a written explanation of the method used
- List of any capital improvements done in the last three years
- Copies of any purchase agreements or listing agreement in the last three years
- Comparable sales you rely upon (please include sale date, sale price, style and size)

Please note that this information, once presented, becomes the property of the board of assessment review.

*****PLEASE RETAIN COPIES FOR YOUR RECORDS*****

Board of Assessment Review Hearing will be at the Lackawanna City Hall
Council Chambers
714 Ridge Rd. Lackawanna, NY 14218